

MEMO

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Global Environmental Management Support (GEMS) Project Team
The Cadmus Group, Inc. (Cadmus)

Date: 5 July 2013

Subject: Summary of GEMS Support to USAID/West Africa-funded participants at Jan 2013 US EPA-Government of Morocco Public Participation Workshop in Rabat. (GEMS Activity AF31)

Background

Under GEMS Activity AF31, USAID/West Africa engaged GEMS to provide travel and logistics support to participants from the sub-region being sponsored by the mission to attend (1) a workshop on “Strengthening Public Participation in Environmental Decision Making” at the Golden Tulip hotel in Rabat, Morocco over 7-9 January 2013; and (2) a follow-on Sub-Saharan Africa Planning Session at the same venue on January 10. Both events were organized by US EPA and the government of Morocco.

Specifically, for participants who accepted workshop invitations issued by US EPA, GEMS was responsible for:

- Via email, advise participants regarding logistics arrangements & collect passport and personal details necessary to support travel bookings and visa arrangements
- Purchasing RT tickets from Accra or Ougadougou to Casablanca
- Providing flight, passport and personal information to US EPA to facilitate arrangements of on-arrival visas
- Reserving and paying for hotel rooms
- Arranging for cash payment of appropriate per diems and reimbursement of appropriate expenses to participants after their arrival in Rabat, coordinating with EPA’s workshop implementation partner (RTI) as necessary.

Cadmus contracted with RTI to pay per diems and provide other support services to USAID/WA-sponsored at the workshop. RTI’s support avoided accrual of labor and travel expenses that would have resulted from Cadmus employee travel to Morocco to oversee these pay-outs and on-site support.

As required by the approved activity specification, GEMS has prepared this final memo summarizing the support delivered, including names of participants, itemized accounting of expenses paid out for each, and documentation of participant attendance.¹

¹ Documentation of attendance is appended to this Memo in the form of participant signatures on reproduction of Per Diem pay-out table shown above

Workshop Participants:

Cadmus, with support from RTI International, facilitated workshop participation for the following individuals:

Sam Adu-Kumi
Andrews Nkansah
Yerefolo Malle
Jacob Tumbulto
Adwoa Paintsil
Benjamin Larthey

Richard Bahumwire
Athanase Fidèle Kaboré
Augustin Kaboré
Abdoulaye Semdé
Jacqueline Zoungrana

Per Diem Payments for Meals & Incidental Expenses were as Follows:

Full Name	Full Days	Lunch only days	Travel Per Diem Total	Total Per Diem (Incidentals)	Lunches on non-workshop days	US\$ Total Per Diem	Visa Cost Reimbursement	USD Total Cash Transfer
Sam Adu-Kumi	6	1	\$97.00	\$108.00	\$23.00	\$228.00	\$25.00	\$ 253.00
Andrews Nkansah	6	2	\$97.00	\$108.00	\$46.00	\$251.00	\$25.00	\$ 276.00
Yerefolo Malle	6	2	\$97.00	\$108.00	\$46.00	\$251.00	\$0	\$ 251.00
Jacob Tumbulto	6	2	\$97.00	\$108.00	\$46.00	\$251.00	\$39.18	\$ 289.00
Adwoa Paintsil	6	1	\$97.00	\$108.00	\$23.00	\$228.00	\$25.00	\$ 253.00
Benjamin Larthey	6	1	\$97.00	\$108.00	\$23.00	\$228.00	\$25.00	\$ 253.00
Richard Bahumwire	6	2	\$97.00	\$108.00	\$46.00	\$251.00	\$25.00	\$ 276.00
Athanase Fidèle Kaboré	5	1	\$97.00	\$90.00	\$23.00	\$210.00	\$25.00	\$ 235.00
Augustin Kaboré	5	1	\$97.00	\$90.00	\$23.00	\$210.00	\$25.00	\$ 235.00
Abdoulaye Semdé	5	1	\$97.00	\$90.00	\$23.00	\$210.00	\$25.00	\$ 235.00
Jacqueline Zoungrana	5	1	\$97.00	\$90.00	\$23.00	\$210.00	\$25.00	\$ 235.00
TOTAL								\$2791.00

Additionally, in their role as local agent for payment of per diems and other on-site support services, RTI assessed a \$50/participant fee, which came to an additional \$550. Thus total costs associated with distribution of per diem equaled \$3341.

Hotel Costs for Participants were as Follows:

Full Name	Check in	Check out	Nights	Cost/Night (including breakfast & dinner)	Total Cost
Sam Adu-Kumi	Saturday, January 05, 2013	Saturday, January 12, 2013	7	\$179.90	\$1259.3
Andrews Nkansah	Friday, January 04, 2013	Friday, January 11, 2013	7	\$179.90	\$1259.3
Yerefolo Malle	Friday, January 04, 2013	Friday, January 11, 2013	7	\$179.90	\$1259.3
Jacob Tumbulto	Friday, January 04, 2013	Friday, January 11, 2013	7	\$179.90	\$1259.3
Adwoa Paintsil	Saturday, January 05, 2013	Saturday, January 12, 2013	7	\$179.90	\$1259.3
Benjamin Larthey	Saturday, January 05, 2013	Saturday, January 12, 2013	7	\$179.90	\$1259.3
Richard Bahumwire	Friday, January 04, 2013	Friday, January 11, 2013	7	\$179.90	\$1259.3
Athanase Fidèle Kaboré	Saturday, January 05, 2013	Friday, January 11, 2013	6	\$179.90	\$1079.4
Augustin Kaboré	Saturday, January 05, 2013	Friday, January 11, 2013	6	\$179.90	\$1079.4
Abdoulaye Semdé	Saturday, January 05, 2013	Friday, January 11, 2013	6	\$179.90	\$1079.4
Jacqueline Zoungrana	Saturday, January 05, 2013	Friday, January 11, 2013	6	\$179.90	\$1079.4
TOTAL					\$13132.99

Air Travel Costs for Participants were as Follows:

Note: Use of Royal Air Maroc was confirmed to be compliant with exceptions to US carrier requirements established by the FTR.

Full Name	Flight to Casablanca	Flight from Casablanca	Total Cost of Air Travel
Sam Adu-Kumi	AT 514 - ROYAL AIR MAROC	AT 515 - ROYAL AIR MAROC	\$1,265.94
Andrews Nkansah	AT 541 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,571.20
Yerefolo Malle	AT 541 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$999.10
Jacob Tumbulto	AT 541 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$999.10
Adwoa Paintsil	AT 514 - ROYAL AIR MAROC	AT 515 - ROYAL AIR MAROC	\$1,265.94
Benjamin Lartey	AT 514 - ROYAL AIR MAROC	AT 515 - ROYAL AIR MAROC	\$1,265.94
Richard Bahumwire	AT 541 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,033.31
Athanase Fidèle Kaboré	AT 543 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,571.20
Augustin Kaboré	AT 543 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,571.20
Abdoulaye Semdé	AT 543 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,606.46
Jacqueline Zoungrana	AT 543 - ROYAL AIR MAROC	AT 543 - ROYAL AIR MAROC	\$1,571.20
Robert Aziz	NA – This individual had to withdraw from participation due to schedule change/conflict		\$192.20
Sabne Koanda	NA – This individual had to withdraw from participation due to schedule change/conflict; flight could not be refunded as traveler initially required combined booking to make arrangement work. As such, full cost of flight was charged.		\$1,571.20
TOTAL			\$16,483.99

Transfers to/from Airport & Hotel:

Participant transfer from Casablanca to Rabat (and back) was facilitated by RTI. RTI arranged to have vans meet participants upon arrival at Casablanca airport and shuttle them to Rabat. For the three flights that arrived, one of the vans failed to find the participants, so they instead took a taxi. For the return, RTI arranged for a bus transfer for all participants to the airport. Costs broke out as follows:

Transfer Route	Vehicle	Units	Cost	Total Cost
From Casablanca to Rabat	Van	2	\$156	\$312
From Casablanca to Rabat	Taxi	1	\$60	\$60
From Rabat to Casablanca	Bus	1	\$276	\$276
TOTAL				\$648

Friday morning 7:30 PM

2418
125
2543

Servance	Name	Check in	Check out	Nights
1	Adu-Kumi Sam	Saturday, January 05, 2013	00:30 Saturday, January 12, 2013	7
2	NKANSAH Andrews	Friday, January 04, 2013	8:50 Friday, January 11, 2013	7
3	MALLE Yerefo	Friday, January 04, 2013	8:50 Friday, January 11, 2013	7
4	Tumbulto Jacob	Friday, January 04, 2013	8:30 Friday, January 11, 2013	7
5	Paintsil Adwoe	Saturday, January 05, 2013	00:55 Saturday, January 12, 2013	7
6	Lartay Benjamin	Saturday, January 05, 2013	12:30 (06:30) Saturday, January 12, 2013	7
7	Bahumwire Richard	Friday, January 04, 2013	8:34 pm Friday, January 11, 2013	7
8	Kaboré Athanase Fidele	Saturday, January 05, 2013	8:30 Friday, January 11, 2013	6
9	Kaboré Augustin	Saturday, January 05, 2013	8:30 Friday, January 11, 2013	6
10	Semidé Abdoulaye	Saturday, January 05, 2013	8:30 Friday, January 11, 2013	6
11	Zoungrana Jacqueline	Saturday, January 05, 2013	8:30 Friday, January 11, 2013	6
Total Nights				73

Per Day	Travel Daily Total	Total Per Diem (Incidentals)	Travel Per Diem (Incidentals)	US\$ Total Per Diem	MAD Total Per Diem	Visa Cost Reimbursement (US\$25 unless they have a receipt indicating higher cost)	MAD Total Cash Transfer	US\$ Total Cash Transfer
6	1 \$97.00	\$ 108.00	\$ 23.00	\$ 228.00	MAD 1,900.00	MAD 208.33	MAD 2,108.33	\$ 253.00
6	2 \$97.00	\$ 108.00	\$ 46.00	\$ 251.00	MAD 2,091.67	MAD 208.33	MAD 2,300.00	\$ 276.00
6	2 \$97.00	\$ 108.00	\$ 46.00	\$ 251.00	MAD 2,091.67	MAD -	MAD 2,091.67	\$ 251.00
6	2 \$97.00	\$ 108.00	\$ 46.00	\$ 251.00	MAD 2,091.67	MAD 326.50	MAD 2,418.17	\$ 289.00
6	1 \$97.00	\$ 108.00	\$ 23.00	\$ 228.00	MAD 1,900.00	MAD 208.33	MAD 2,108.33	\$ 253.00
6	1 \$97.00	\$ 108.00	\$ 23.00	\$ 228.00	MAD 1,900.00	MAD 208.33	MAD 2,108.33	\$ 253.00
6	2 \$97.00	\$ 108.00	\$ 46.00	\$ 251.00	MAD 2,091.67	MAD 208.33	MAD 2,300.00	\$ 276.00
5	1 \$97.00	\$ 90.00	\$ 23.00	\$ 210.00	MAD 1,750.00	MAD 208.33	MAD 1,958.33	\$ 235.00
5	1 \$97.00	\$ 90.00	\$ 23.00	\$ 210.00	MAD 1,750.00	MAD 208.33	MAD 1,958.33	\$ 235.00
5	1 \$97.00	\$ 90.00	\$ 23.00	\$ 210.00	MAD 1,750.00	MAD 208.33	MAD 1,958.33	\$ 235.00
5	1 \$97.00	\$ 90.00	\$ 23.00	\$ 210.00	MAD 1,750.00	MAD 208.33	MAD 1,958.33	\$ 235.00
				\$2,528.00	MAD 21,066.67		MAD 23,268.17	\$ 2,791.00

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